



**The right item, right place,
right time.**

DLA Code of Fair Information Principles



What is the “Code of Fair Information Principles?”

- In order to assure that any personal information submitted to DLA is properly protected, DLA has devised a list of principles to be applied when handling personal information. This is referred to as the DLA **“Code of Fair Information Principles”**
- The **“Code of Fair Information Principles”** is set forth in a list of 10 policies that the DLA Workforce (civilian employees, military members, and DLA contractors) will follow when handling personal information.
- Any DLA civilian employee, military member, or DLA contractor who handles the personal information of others must abide by the principles set forth by the **Code**.



“Code of Fair Information Principles” (cont’d)

- 1. The Principle of Openness:** When we collect personal data from you, we will inform you of the intended uses of the data, the disclosures that will be made, the authorities for the collection, and whether the collection is mandatory or voluntary. We will collect no data subject to the Privacy Act unless a Privacy Act system of records notice has been published in the *Federal Register*.
- 2. The Principle of Individual Participation:** Unless an exemption has been claimed from the Privacy Act, we will, upon request, grant you access to your records; provide you a list of disclosures made outside the DOD; and make corrections to your file, once shown to be in error.
- 3. The Principle of Limited Collection:** DLA will collect only those personal data elements required to fulfill an official function or mission grounded in law. Those collections are conducted by lawful and fair means.



“Code of Fair Information Principles” (cont’d)

- 4. The Principle of Limited Retention:** DLA will retain your personal information only as long as necessary to fulfill the purposes for which it is collected, and then destroy it.
- 5. The Principle of Data Quality:** DLA strives to maintain only accurate, relevant, timely, and complete data about you.
- 6. The Principle of Limited Internal Use:** DLA will use your personal data only for lawful purposes, and limit access to those individuals with an official need for access.
- 7. The Principle of Disclosure:** The DLA Workforce will zealously guard your personal data to ensure that all disclosures are made with your written permission or are made in strict accordance with the Privacy Act.



“Code of Fair Information Principles” (cont’d)

8. The Principle of Security: Your personal data is protected by appropriate physical, administrative, and technical safeguards to ensure security and confidentiality.

9. The Principle of Accountability: DLA and the DLA Workforce are subject to civil and criminal penalties for certain breaches of Privacy. DLA is diligent in sanctioning individuals who violate the Privacy Act.

10. The Principle of Challenging Compliance: You may challenge DLA if you believe that DLA has failed to comply with these principles, the Privacy Act, or the system of records notice.



For More Information, Contact

DLA Headquarters Privacy Act Officer

Ms. Jody Sinkler

Headquarters, Defense Logistics Agency, ATTN: DP

8725 John J. Kingman Road, Stop 2533

Fort Belvoir, VA 22060-6221

COM 703 767-5045

DSN 427-5045

FAX 703 767-5283